

The purpose of this data collection is to gather Title I services a student receives, or is eligible to receive, throughout the school year. Count those students served or eligible during the fall of 2004, spring of 2005, and summer of 2005. This information is used for federal and state reporting. Since the 2004-2005 school year will be the first year of collection by individual student record, this data will continue to be collected online in an aggregated form for this school year.

### Audience

This is a required collection for public, accredited nonpublic schools, charter schools, and neglected and delinquent institutions.

### Instructions

The required data should be collected, combined into a file, submitted to the Department of Education via the Application Center. The file must contain all the fields in the order described and must contain the data required for each field. The file may be in any of the formats contained in this document. Report those students served at any time during the school year.

A **trial submission period** will be available starting July 7, 2005 and ending July 29, 2005. The trial submission period will provide the opportunity to verify submission of the file and the validity of the data file **prior** to the actual collection periods. All data will be deleted at the end of the day on July 29, 2005 in preparation for the required collection period.

The **required collection period** begins **August 15, 2005** and ends **September 1, 2005, which** is the **final** date for submission. During this time you are required to submit a file, review the processing results of the file for errors, and review the reports in the Message Center for accuracy. These reports are provided for you under the section "Reports" and should be printed and reviewed by the responsible person(s). If there are any errors or inaccuracies you may correct your data file and resubmit until the end of the day of the final collection date.

### Title I Data Layout (DOE-TI)

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1 A	School Number	4	State Assigned School ID  <b>Required Field:</b> Yes	School building number of reporting school
2 B	Student Test Number (STN)	9	Official Student Test Number (STN) assigned to the student  <b>Required Field:</b> Yes	STN number must already exist in the STN Lookup and exist in the DOE-PS as a Title I participant
3 C	ESEA Title I Program	1	What Title Program is providing service to the student?  <b>Allowable Codes Are:</b>  1 = Regular Title I, Part A program 2 = Migrant Title I, Part C program 3 = Both regular Title I, Part A program & Migrant Title I, Part C program 4= None – used in reporting of DOE-LM only 5 = Eligible for Regular Title I, Part A program but not served  <b>Required Field:</b> Yes	1. Student receiving services through a regular Title I school wide or targeted assistance program (mostly at elementary) 2. Migrant Title I, Part C: a student certified as migrant and receiving services through a Migrant Education project (only at about 30 districts statewide) 3. Both Title I, Part A and Migrant Title I, Part C: a student receiving services through both 1 and 2. 4. None: a student not participating in Title I and not certified as migrant. Note: Students will not be reported in this collection as a program 4. 5. Student is eligible for the Title I program but student is not served. Eligible children are defined as those who are failing or most at risk to meet state student performance standards.
4 D	Reading Instruction	1	Does the student receive Title I instruction in Reading/Language Arts?  <b>Allowable Codes are:</b> Y = Yes N = No  <b>Required Field:</b> Yes	Student must have completed the instruction at this school during the grading period or completion of a program during the year.  See scenario #1

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
5 E	Math Instruction	1	Does the student receive Title I instruction in Mathematics?  <b>Allowable Codes are:</b> Y = Yes N = No  <b>Required Field:</b> Yes	Student must have completed the instruction at this school during the grading period or completion of a program during the year.  See scenario #1
6 F	Science Instruction	1	Does the student receive Title I instruction in Science?  <b>Allowable Codes are:</b> Y = Yes N = No  <b>Required Field:</b> Yes	Student must have completed the instruction at this school during the grading period or completion of a program during the year.  See scenario #1
7 G	Vocational Instruction	1	Does the student receive Title I instruction in Vocational/Career?  <b>Allowable Codes are:</b> Y = Yes N = No  <b>Required Field:</b> Yes	Student must have completed the instruction at this school during the grading period or completion of a program during the year.  See scenario #1
8 H	Social Studies Instruction	1	Does the student receive Title I instruction in Social Studies?  <b>Allowable Codes are:</b> Y = Yes N = No  <b>Required Field:</b> Yes	Student must have completed the instruction at this school during the grading period or completion of a program during the year.  See scenario #1
9 I	Guidance Support	1	Does the student receive Title I Support services in Guidance/Social Work?  <b>Allowable Codes are:</b> Y = Yes N = No  <b>Required Field:</b> Yes	
10 J	Health Support	1	Does the student receive Title I Support services in Health/Dental?  <b>Allowable Codes are:</b> Y = Yes N = No  <b>Required Field:</b> Yes	
11 K	Home Visitation Support	1	Does the student receive Title I Support services in Home Visitation?  <b>Allowable Codes are:</b> Y = Yes N = No  <b>Required Field:</b> Yes	
12 L	Pre-Kindergarten Extended Time Opportunities	1	Does the student receive Title I services beyond the regular school day in <b>Pre-Kindergarten</b> ?  <b>Allowable Codes are:</b> Y = Yes N = No  <b>Required Field:</b> Yes	

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
13 M	Extended-Day Kindergarten Extended Time Opportunities	1	Does the student receive Title I services beyond the regular school day in <b>Extended-Day Kindergarten</b> ?  <b>Allowable Codes are:</b> Y = Yes N = No  <b>Required Field:</b> Yes	
14 N	Before School Extended Time Opportunities	1	Does the student receive Title I services beyond the regular school day <b>Before School</b> ?  <b>Allowable Codes are:</b> Y = Yes N = No  <b>Required Field:</b> Yes	
15 O	After School Extended Time Opportunities	1	Does the student receive Title I services beyond the regular school day <b>After School</b> ?  <b>Allowable Codes are:</b> Y = Yes N = No  <b>Required Field:</b> Yes	
16 P	Saturday School Extended Time Opportunities	1	Does the student receive Title I services beyond the regular school day in <b>Saturday School</b> ?  <b>Allowable Codes are:</b> Y = Yes N = No  <b>Required Field:</b> Yes	
17 Q	Summer School Extended Time Opportunities	1	Does the student receive Title I services beyond the regular school day in <b>Summer School</b> ?  <b>Allowable Codes are:</b> Y = Yes N = No  <b>Required Field:</b> Yes	
18 R	Jump Start Extended Time Opportunities	1	Does the student receive Title I services beyond the regular school day in <b>Jump Start</b> ?  <b>Allowable Codes are:</b> Y = Yes N = No  <b>Required Field:</b> Yes	
19 S	Year Round Sessions Extended Time Opportunities	1	Does the student receive Title I services beyond the regular school day in <b>Year Round Sessions</b> ?  <b>Allowable Codes are:</b> Y = Yes N = No  <b>Required Field:</b> Yes	

Field Order		Fieldname Description	Length	Data Field Specification and Requirements	Notes
20	T	Extended Time Opportunities	1	<p>Does the student receive Title I extended time opportunities in any other category than those in fields 12,13,14,15, 16,17, 18, and 19</p> <p><b>Allowable Codes are:</b> Y = Yes N = N</p> <p><b>Required Field:</b> Yes</p>	
21	U	Supplemental Services requested	1	<p>Did the student <u>request</u> Supplemental services?</p> <p><b>Allowable Codes are:</b> Y = Yes N = N</p> <p><b>Required Field:</b> Yes</p>	<p>Eligibility for supplemental services is determined by:</p> <p>(1) Poverty status of students (2) Academic Need</p>
22	V	Supplemental Services received	1	<p>Did the student receive Supplemental services?</p> <p><b>Allowable Codes are:</b> Y = Yes N = N</p> <p><b>Required Field:</b> Yes</p>	

### References:

STN Calendar

STN Lookup data Layout – STN number must exist in the STN Lookup file.

Programs and Services – STN number must exist in the DOE-PS file.

Title I Instructions and Definitions - <http://www.doe.state.in.us/TitleI/welcome.html>

### Common Scenarios:

The following section contains several likely scenarios of services received and a description of how they would be reported.

### Scenario #1: Mobile Students

Scenario: A student received Title I Math services in the first grading period from school B. The student moves to school D and receives Title I Math services during the 2<sup>nd</sup> grading period for 4 days. The student moves to school C and receives Title I Math services for the 3<sup>rd</sup> grading period only. The student moves back to school B and receives Title I Math services again for the 4<sup>th</sup> grading period.

Reporting Results: School B reports this student once for Title I services. School C reports this student once for Title I services. School D does NOT count this student. If a student received Title I services for a reasonable period of time (at least one grade period or completion of program during the year, such as a summer program, or another extended-time opportunity), the student is reported as having received Title I services.

## Scenario #2: Support Services

Scenario: A student receives support services but the support services are not paid by Title I funds.

Reporting Results: In a schoolwide program the Title I students are reported as Y (Yes) for the support service they receive. In a targeted assistance Title I school, only report Title I funded services for targeted Title I students.

## Example Data File Formats

The following section contains example data files in the allowed comma delimited, positional, and XML formats.

## Comma Delimited Format

0001,000105001,Y,Y,N,N,N,N,N,N,N,N,N,N,N,N,N,N,N,N,N,N,N

### Positional Format



## XML Format

&lt;XIF TIData&gt;

XML Format

```

<XIF_TIData>
  <Corporation Id="">
    <School Id="">
      <Student STN="">
        <ProgramInfo ESEAProgram="" />
        <Instruction Reading="" Math="" Science="" Vocational="" SocialStudies="" />
        <Support Guidance="" Health="" HomeVisit="" />
        <ExtendedTime PKExtended="" KGExtended="" Before="" After="" Saturday=""
          Summer="" JumpStart="" YearRound="" OtherExtended="" />
        <SupplementalServices Requested="" Received="" />
      </Student>
    </School>
  </Corporation>
</XIF_TIData>

```

## Change History

Version	Change History
06.30.05	Trial period dates changed. Files submitted during trial will be deleted at the end of the trial period.
06.02.05	Added OtherExtended to XML (field 20).
05.23.05	XML format revised. The comma and positional format were missing one field.
05.18.05	Scenario #1 and #2 added. Notes on grading period added on fields 4-8.
04.14.05	Field #3 Title I participant for regular Title I only and eligible for regular Title 1. Field #21, note changed. Field order 16 was duplicated.
04.12.05	Audience added, Notes added, Field 3 expanded to include eligible students.
09.23.05	Original layout